



IMAGE USE AGREEMENT

35 Maryhill Museum Dr., Goldendale, WA 98620
509.773.3733 Fax 509.773.6138

Name: _____ Date: _____

Title, Institutional Affiliation: _____

Mailing address: _____

Phone: _____ Email address: _____

Maryhill Museum of Art images - other than those covered by any specific restrictions - are accessible to the public, subject to prior granting of written permission for use as designated on this form, and subject to restrictions of federal copyright law and/or any collection-specific stipulations. These conditions apply to all formats of the images, including but not limited to digital/electronic, photographic, and xerographic photo-reproduction. This form is to be completed before any of Maryhill's images are electronically copied or used by any entity other than Maryhill Museum of Art itself.

Maryhill Museum of Art reserves the right to limit the number of image copies; to restrict the use or reproduction of rare, valuable, or fragile items; to ensure that the use of the reproductions is in good taste; to make special quotations on items involving unusual difficulty in reproducing; and to charge a higher cost than specified for reproduction of a small number of special items. Maryhill reserves the right to require a proof for approval before publication.

CONDITIONS OF USE: Please save a copy of this form so you will know the commitments you have made.

In consideration of Maryhill Museum of Art supplying copies of any images, the recipient agrees to the following conditions:

1. User assumes responsibility for any copyright violation, issues of invasion of privacy, libel and/or slander that may result from use of these materials.
2. Maryhill Museum of Art gives no exclusive rights for the use of its materials. Images will be used only once and then only for the purpose stated on this form. Any additional or alternate uses, including but not limited to subsequent editions, reprints, re-releases, dust jackets, covers, print or broadcast advertisement, companion formats and distribution in other markets requires written permission and payment of additional fees prior to any use.
3. Materials are not to be used to assert or imply that the Maryhill Museum of Art endorses any product or enterprise, concurs with the opinions expressed, or confirms the accuracy of any content of the described publication, project or production.
4. Images will not be used out of context or modified in any way that affects the historical integrity of the image(s), and not to authorize others to use the image(s) for any reason.
5. Maryhill Museum of Art will allow close-ups of portions of the original and adjustments to contrast, sharpness and cropping where the original content is not changed, but it will NOT allow inversion of the original or the removal or addition of content. Maryhill Museum of Art's primary interest is to protect the content of the original. Any manipulation beyond that allowed by Maryhill Museum of Art must be approved in advance of use as an addendum to this agreement.
6. I understand that the rights to the provided materials cannot be sub-leased or sold, nor may I permit others to reproduce the materials or any facsimiles of them by any means for any purpose. Likewise, I understand that these materials may not be donated or sold to another person or organization.
7. User will correctly identify the content of the materials provided and to not use them in a way that falsifies or misrepresents the information they present. Furthermore, I agree to credit Maryhill Museum of Art for each individual reproduction of materials used in the completed project as follows: **Collection of Maryhill Museum of Art**

Maryhill Museum of Art requests **2 copies** of any publication or production using image(s) reproduced from Maryhill's collections.

FEES ARE IN 4 CATEGORIES: 1) reproduction/processing, 2) use, 3) handling/shipping, and 4) research.

1. Reproduction/Processing Fees (per image)

Photography services: in house	\$30 /hr
Photography services: professional	contract
Digital image scan: if digital image does not exist	\$30
Digital image file: fee in addition to photography and scanning fees	\$15
Media storage charge (per standard CD)	\$5
5" x 7" print on matte or glossy paper from digital file *	\$15
8" x 10" print on matte or glossy paper from digital file *	\$20
Additional photo services available	varies
Shipping: minimum fee in US and Canada	\$10

* All prints are sent to lab for production

2. Use Fees: per image, per use, per edition

These fees are in addition to reproduction, handling, and shipping fees.

Use fee discounts:

- Maryhill Museum of Art charges no use fee for images solely used for personal research or display in a private home.
- Maryhill Museum of Art charges no use fee for images solely used by any Washington or Oregon not-for-profit* or government agency or by university presses engaging in non-commercial publication.
- Non-profit organizations outside Washington and Oregon* are eligible for 50% discount on use fees.
- Customers ordering large quantities are eligible for a 50% discount on use fees only.

* written proof of non-profit status is required prior to filling the order

In a book, guide, brochure, or similar use.	\$15 per 5,000 copies
In a published serial.	\$15 per 10,000 copies
In a DVD, CD, or videotape.	\$35 per 1,000 copies
Postcards, posters, T-shirts, calendars, mouse pads and/or other non-paper items.	\$20 per 500 copies
On the Web (The allowable resolution for display is not to exceed 150 dpi or 600 pixels across the long side, whichever is smaller)	\$50 (per image, per site)
In a formal exhibition	\$30
Commercial decorative display (offices, stores, restaurants, public areas, events)	\$50
Book jacket/magazine cover (1-10,000 copies; ask ahead for prices on larger runs)	\$100
Commercial motion picture or television broadcast (one-time use only)	\$80
Non-commercial motion picture or television (e.g., PBS) broadcast	\$50
Advertising kits and/or press kits	\$150

3. Handling/Shipping Fees

Handling fees may apply and are determined upon completion of request.

Shipping fee is \$10 minimum per mailing. Additional charges for packing materials may be assessed.

4. Research Fees

If extended research by a staff member is necessary, the time is charged at \$25 per hour

IMAGE REQUEST

I request permission to use the following image(s). I have noted each item's identifying number (if known) and/or brief description and the format desired. *(Continue on an attached page if necessary.)*

Object ID, image title and/or identifying description	Format	Staff Use
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Permission is granted for a one-time use only. Any subsequent use of an image requires the written permission of Maryhill Museum of Art and the payment of additional fees.

USER'S AGREEMENT AND INSTRUCTIONS

I agree to use the digital or printed image(s) only once and only for the following stated purpose:

Specific instructions:

Signature constitutes agreement to comply with the conditions of use stated in this form.

Signature of User _____ Date _____

Please make checks payable to Maryhill Museum of Art. Payments may also be made in cash (in person) or by credit card (in person, by phone, or at Maryhill's website).

FOR STAFF USE

Request Approved by: _____ Date: _____

Special considerations/notes:

Reproduction/process fees: \$ _____

Use fees: \$ _____

Handling and mailing fees: \$ _____

Total payment due: \$ _____

Rush order + 200% of total \$ _____

Amount paid: \$ _____

Date: _____ / _____ / _____

Method: *cash, check, credit card, website*

Order delivered: _____ / _____ / _____